

**Supreme Court of New Mexico
Administrative Office of the Courts
Arthur W. Pepin, Director**

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NOTICE OF SUPPLEMENT TO RFP: COMPENSATION AND SAMPLE CONTRACT

**REQUEST FOR PROPOSAL -
CHILD WELFARE ATTORNEYS**

RFP #2017-001-SUPPLEMENT-001

APRIL 5, 2016

The fee-schedule below was approved by the New Mexico Supreme Court on March 23, 2016. It will go into effect July 1, 2016. The "Court-Appointed Attorney Billing and Payment Guidelines" referenced below will be available by May 20, 2016. **The RFP Question period will be extended to April 8th, 2016. Response to RFP Questions will be sent on April 11, 2016.**

Compensation Amount

Compensation for the Contractor's service shall be paid exclusively from funds appropriated to the Administrative Office of the Courts by the New Mexico Legislature for the payment of court-appointed counsel.

The AOC shall compensate the Contractor for appropriately billed legitimate legal services as follows:

Hourly Rate

In-court	\$60 per hour
Out-of-court	\$60 per hour

In-court and out-of-court hours will be billed against a benchmark maximum dollar amount, or cap. Benchmark caps for Guardian ad Litem/Youth Attorney and Respondent Attorney are as follows:

Benchmark Compensation Caps for Guardian ad Litem/Youth Attorney

Petition to Adjudication	\$1,200
Disposition to First Permanency Hearing	\$1,500
Annually every year thereafter	\$900

Benchmark Compensation Caps for Respondent Attorney

Petition to Adjudication	\$1,500
Disposition to First Permanency Hearing	\$1,200
Annually every year thereafter	\$900

For example, the \$1,500 cap for a respondent attorney permits a maximum of 25 hours (\$1,500/\$60) to be billed for the time expended upon the segment of the case extending from the initial filing of the petition through adjudication.

If Contractor reaches the benchmark cap and circumstances warrant additional time and/or expenses that exceed the benchmark, Contractor shall submit a Request for Pre-Approval to the CAAF Office to receive authorization for future billing. The request should explain reasons for the amount of time required on the case. Further instructions and a sample form are included in the Billing Guidelines.

Travel Reimbursement:

Contractor shall receive reimbursement for authorized “assignment-related” travel at the following rates:

Travel time	\$30 per hour
Mileage	0.46 per mile

Authorized actual travel time shall be reimbursed at a rate of \$30.00 per hour for travel that is “assignment-related” as defined in the general rules below. The mileage reimbursement is set at a rate established by the Department of Finance and Administration.

1) Travel To and From Court

Compensation applies to travel time for trips exceeding fifty (50) miles round-trip, absent a waiver by the CAAF Office or AOC General Counsel based upon a compelling need for representation in a particular under-served court.

The fifty-mile exclusion of compensation for time is applicable to travel to and from court proceedings wherever conducted (e.g., courthouse, mental health facility, hospital).

2) Travel Expenses Related to Client Visits

Travel for client visits outside of court is compensable (\$30.00 per hour) even if the travel to visit the client does not exceed fifty (50) miles round-trip.

3) Compensable “assignment-related travel” includes, but is not limited to, the following:

- a. travel to and from court appearances, if the travel exceeds 50 miles round-trip;
- b. travel to and from client visits; and
- c. travel to and from other locations such as family team meetings, interview witnesses, investigate and research a case.

The threshold distance of fifty miles for all assignment-related travel (except client visits outside court) is measured from Contractor’s nearest office OR his/her home to his/her destination, whichever distance is shorter.

A copy of the this RFP Supplement and the model attorney contract for abuse and neglect cases is available at www.nmcourts.gov